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**STATE OF NEVADA
BOARD OF EXAMINERS
FOR
ALCOHOL, DRUG AND GAMBLING COUNSELORS
625 FAIRVIEW DR., SUITE 124
CARSON CITY, NV 89701
775-884-8922
775-884-8920 Fax**

Application for Approval of Material for Continuing Education

Program Title

Date and Time

Location(s)

Number of Contact Hours Requested

Intended Audience

Give a brief description of the purpose of this program and how it applies to the practice of alcohol, drug or problem gambling.

Name of Person Submitting Application

Agency or Provider Affiliation

Address

City

State

Zip

Phone

Is this program available to all alcohol, drug abuse counselors &/or all problem gambling counselors?

General Requirements for Program Approval

1. Must be provided by a competent instructor as demonstrated by his educational, professional and teaching experience;
2. Must contain current and relevant educational material which concerns alcohol and drug abuse

- and is applicable to the practice of counseling alcohol and drug abusers;
- 3. Must be of professional quality;
- 4. Must be appropriately designed for instructional purposes; and
- 5. Must include a written evaluation of the content and presentation of the course or program and its relevance to alcohol and drug abuse counselors or problem gambling counselors

The Board will not approved any of the following types of courses and programs of education as a course of continuing education:

- 1. An orientation program for new employees.
- 2. An on-the-job training program presented by an agency whose primary purpose is to disseminate information on policies or procedures of the agency.
- 3. An audio or video learning tape or home study course for which there is no independent verification of successful completion.
- 4. A program of self-improvement.

The Following Must Accompany All Applications:

| | |
|--|--|
| Detailed time schedule | Detailed program outline |
| Statement of the educational objectives of the program. (must show applicability to alcohol and drug abuse counselors or problem gambling counselors) | Sample of Consumer feedback/evaluation form |
| Instructor's/speakers resume. | Sample Certificate of completion |

The following are the fees charged for reviewing requests:

| | |
|---|-----------------|
| Less than 10 hours of training | \$30.00 |
| At least 10 hours but less than 20 hours of training | \$50.00 |
| At least 20 hours but less than 30 hours of training | \$75.00 |
| At least 30 hours but less than 40 hours of training | \$100.00 |
| Forty or more hours of continuing education | \$150.00 |

Note: Applications for continuing education approval will not be reviewed for approval until all of the items listed above are received.

A certificate of completion must be provided to all attendees.

Records must be maintained for 3 years after the completion of the course or program.

CE Committee Use Only

| | | |
|----------------|----------------|-----------------|
| Program Number | Reviewer(s) | Date |
| Approved | Contact Hours | Expiration Date |
| Pending | Required Items | |
| Denied | Reason | |